CONFIDENTIAL

STANDARD FORM NO. 64
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School DATE: 9 April 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 2 - 9 April 1956

1. Numbers in Clerical Induction Training. During the week of 2 April there were 30 people in Clerical Induction Training. At the same time last year there were 49.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 9 people for the week of 2 April. One year ago there were 20.

3. Space Needed for Increased Enrollment. [redacted] 25X1 Chief, Clerical Orientation, has begun to make plans for the handling of large groups of clerical trainees who come on duty during the summer months and who are trained in Clerical Orientation prior to job assignment. Space for fifty persons has been requested for the period 1 July to 1 October 1956.

4. Typewriting Training for Professional Personnel. Clerical Training is endeavoring to honor a special request for typewriting training for professional personnel from ORR. Plans are being formulated to offer this training during working hours, one hour a day, for a period of six weeks. It is hoped that the program can be scheduled from 16 April through 25 May 1956.

5. Instructor to Tour Europe. During the month of May, 25X1 [redacted] instructor in Clerical Orientation, will be enjoying a pleasure trip in Europe. Plans are being made for instructors from the Clerical Induction and Clerical Refresher training programs to assist 25X1 [redacted] Chief, Clerical Orientation, during 25X1 [redacted] absence.

[redacted] 25X1

OTR/CT:MAH:dmg (9 April 1956)

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